

ORDEP FOR SUPPLY OF SERVICES					1. PAGE 1 OF 5	
2. PROC INSTRUMENT ID NO (PIIN) F33657-95-D-2966 Mark all packages & papers with this number.		3. CALL ORDER NO 0014	4. DATE OF ORDER* JUN 15 1998	5. REQUISITION PM/PURCHASE REQUEST PROJECT NO.	6. CERTIFIED FOR NATIONAL DEFENSE UNDER D0-C9 BDC REG 2/DMS REG 1 RATING	
7. ISSUED BY USAF/AFMC AERONAUTICAL SYSTEMS CENTER, BLDG 16 2275 D Street, Rm 129 WRIGHT-PATTERSON AFB OH 45433-7233 BUYER: JOE M. INMAN, ASC/CDSK (937) 255-7003 x4647			8. ADMINISTERED BY DCMAO, BALTIMORE 200 TOWSON BLVD TOWSON, MD 21204-5299			
9. CONTRACTOR NAME AND ADDRESS MANAGEMENT CONSULTING & RESEARCH 2000 CORPORATE RIDGE, SUITE 850 MCLEAN VA 22102			FACILITY CODE IF "9" FOR MULTIPLE FACILITIES SEE SECT "G"		10. MAIL INVOICES TO	
12a. PURCHASE OFFICE POINT OF CONTACT AYV/A6F/ANC			13. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER DEAS-CO/CHESAPEAKE DIVISION P.O. BOX 182264 COLUMBUS OH 43218-2264			
12b. RESERVED FOR SERVICE/AGENCY USE			11. DISCOUNT FOR PROMPT PAYMENT 1ST N % DAYS NET DAYS 2ND % DAYS OTHER 3RD % DAYS IF "9" SEE SECT "B"			
14. TYPE CONTRACTOR B		15. SECURITY a. CLAS S b. DATE OF DD 254 980605				
16. CONTRACT ADMINISTRATION DATA A. FAST PAY B. CONTRACT (1) KIND 6 (2) TYPE 9 C. ABSTRACT RECIP ADP POINT D. SPL CONT PROVISIONS E. CONT ADMIN FUNC LMT		17. RESERVED		18. SVC/AGENCY USE		
19. SURV CRIT C		20. TOTAL AMOUNT \$111,530.68				
21. APPROPRIATION AND ACCOUNTING DATA A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/ELIN PAYMENT PROV I. SVC AGENCY USE						
22. TYPE OF ORDER DELIVERY/TASK X NON-DOD CONTRACT NUMBER This order is subject to instructions contained on this side of form only and is issued in accordance with and subject to terms and conditions of above numbered contract, or Non-DOD Contract Number. PURCHASE REFERENCE YOUR FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN						
*If quantity accepted by the Government is same as quantity ordered, indicated by X mark. If different, enter actual quantity accepted below quantity ordered and encircle.		23. UNITED STATES OF AMERICA Margaret Garrison BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE 98-06-11 (YYMMDD) MARGARET YARRINGTON Contracting Officer		24. TOTAL DIFFERENCES		
25. QUANTITY ORDERED HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED		26. SHIP NO <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		27. D.O. VOUCHER NO		
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT SIGNATURE AND TITLE OF CERTIFYING OFFICER		30. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAID BY		
36. RECEIVED AT		37. RECEIVED BY		38. DATE RECEIVED		
39. TOTAL CONTAINERS		40. S/R ACCOUNT NUMBER		41. S/R VOUCHER NUMBER		
32. AMOUNT VERIFIED CORRECT FOR		33. CHECK NUMBER		34. BILL OF LADING NUMBER		

1. In accordance with the provisions of the basic contract, F33657-95-D-2966, Special Contract Requirements H-013 titled "Orders" and this Task Order 0014, the contractor shall provide ASC/LUZ with acquisition support in accordance with the Statement of Work, entitled "Special Operations Forces Program Office Schedule Management And Analysis Support For The TSSAM Litigation Support Mission" dated 8 June 1998, at a ceiling price of \$111,530.68 as set forth in the Contract Line Items below. This order is incrementally funded in the amount of \$34,704.00 with \$76,826.68 remaining to be funded.

a. PART I - THE SCHEDULE

SECTION B

<u>Item No</u>	<u>Supplies Services</u>	<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0001	CLIN Establish    Sec Class: U	1	\$107,344.08
		LO	\$107,344.08

noun: SPECIALIZED COMPTROLLER FUNCTIONAL SUPPORT

acrn: AA      nsn: N

site codes: pqa: D    acp: D    fob: D

pr/mipr data: GVIJFA987200013

type of contract: Y

descriptive data:

A. The contractor shall provide support in accordance with the basic Statement of Work (SOW) entitled "Special Operations Forces Program Office Schedule Management And Analysis Support For The TSSAM Litigation Support Mission", dated 8 June 1998. See attachment 1 Section J.

B. This CLIN is incrementally funded in the amount of \$34,704.00 and will fund this effort through 15 October 1998. Listed below by prime/team members are the negotiated labor categories and corresponding estimated number of labor hours for each category.

15 June 98 - 30 Sep 98

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Prime (Off-Site)	Senior Analyst (PL)	32
Prime (On-Site)	Senior Analyst	596
	TOTAL	628

1 Oct 98 - 14 June 99

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Prime (Off-Site)	Senior Analyst (PL)	64
Prime (On-Site)	Senior Analyst	<u>1336</u>
TOTAL		1400
TOTAL		2028

<u>Item No</u>	<u>Supplies Services</u>	<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0002	CLIN Establish	Sec Class: U	1 NSP LO NSP

noun: DATA - Exhibit A  
 acrn: AA nsn: N  
 site codes: pqa: D acp: D fob: D  
 pr/mipr data: GVJFA987200013  
 type of contract: Y

descriptive data:

Data in accordance with Contract Data Requirements List, DD Form 1423, attached hereto as Exhibit A. The price of this item is included in the price of Item 0001 above.

<u>Item No</u>	<u>Supplies Services</u>	<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0005	CLIN Establish	Sec Class: U	1 \$ 4,186.60 LO \$ 4,186.60

noun: TRAVEL AND COMPUTER SERVICES  
 acrn: AA nsn: N  
 site codes: pqa: D acp: D fob: D  
 pr/mipr data: GVJFA987200013  
 type of contract: S

descriptive data:

A. Travel and computer services required in the performance of CLIN 0001 above.

B. This CLIN is not funded at this time. This CLIN will be incrementally funded. The amount of \$4,186.60 remains to be funded.

SECTION F

<u>Item No</u>	<u>Supplies Schedule Data</u>	<u>Delivery Quantity</u>	<u>Schedule Date</u>
0001	CLIN Del Sch acrn: AA	Sec Class: U ship to: U	1 99 Jun 14

descriptive data:

The period of performance is 15 June 98 through 14 June 99.

0002	CLIN Del Sch acrn: AA	Sec Class: U ship to: U	1 ASREQ
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descriptive data:

Data will be delivered in accordance with DD Form 1423 set forth in Section J, Exhibit A.

descriptive data:

Period of performance shall be concurrent with CLIN 0001 above.

0005	CLIN Del Sch acrn: AA	Sec Class: U ship to: U	1 ASREQ
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descriptive data:

Period of performance shall be concurrent with CLIN 0001 above.

SECTION G -

<u>ACRN</u>	<u>Acct Class Data</u>	<u>Appropriation/Lmt Subhead/CPN Recip DODAAD Supplemental Accounting Classification</u>	<u>Obligation Amount</u>
AA	ACCOUNT UNCLASSIFIED	5783400 308 4720 340000 040000 592IA 72806F 503000	F03000 \$34,704.00

pr/mipr data: GVIJFA987200013

descriptive data:

A&AS code is IA

The fund cite reads as follows on the Purchase Request:

5783400 308 4720 340000 040000 592IA 72806F 503000 F03000 ESP CL

Summary for Payment Office

Item No.	ACRN	Previous Obl	Change In Obl	Cum Obl
0001AA	AA	\$ 0.00	\$ 34,704.00	\$ 34,704.00
0005AA	AA	\$ 0.00	\$ 0.00	\$ 0.00
			Total	\$ 34,704.00

SECTION H - SPECIAL CONTRACT REQUIREMENTS

1. In accordance with 5352.245-9000, Base Support will be provided by ASC/LUZ, WPAFB, Area B, building 192, 2062 8<sup>th</sup> Street. Office space, electronic file system, computer access and safes will be provided. Items and space will be available 0700 - 1700 Monday through Friday

2. Pursuant to Clause 5352.232-9305, "Limitation of Government's Obligation - Time And Materials (Feb 1988)" the ceiling price of this order for CLIN 0001 is \$107,344.08 of which \$34,704.00 is obligated and available. The amount funded will support this effort through 15 October 98.

b. PART II - CONTRACT CLAUSES

SECTION I - Contract Clauses

In accordance with FAR 52-232-20, "Limitation of Cost" the estimated cost for CLIN 0005 is \$4,186.60. This CLIN is not funded at this time. The amount of \$4,186.60 remains to be funded.

c. PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - List of Attachments and/or Exhibits

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch No. 1	SOW entitled "Special Operations Forces Program Office Schedule Management And Analysis Support For The TSSAM Litigation Support Mission.	3
Atch No. 2	Department of Defense Contract Security Classification Specification DD Form 254, dated 5 June 1998.	7
Exhibit A	Contract Data Requirements List (CDRLs), DD Form 1423, dated 1 June 98.	1

**STATEMENT OF WORK**  
**FOR THE**  
**SPECIAL OPERATIONS FORCES**  
**PROGRAM OFFICE**  
**SCHEDULE MANAGEMENT AND ANALYSIS**  
**SUPPORT**  
**FOR THE TSSAM LITIGATION SUPPORT MISSION**

**REQUESTING OFFICE:** ASC/LUZJ

**DATE ADDITIONAL SUPPORT REQUIRED:** *8 June 1998*

**CONTRACT:** *TBD*

## **1. Objective**

The objective of this delivery order is to provide specialized cost/schedule research support and assistance to the Special Operations Forces Program Office's Tri-Service Standoff Attack Missile (TSSAM) Litigation Support Office, ASC/LUZJ. The program managers within TSSAM will use the support to enhance their ability to perform critical tasks and effectively manage the litigation with The Northrop Grumman Military Aircraft Division (NGMAD) and the Department of Justice (DoJ).

## **2. Scope**

The contractor shall provide cost/schedule research support assistance to TSSAM for all areas of schedule analysis, schedule creation and management. The contractor shall supply support for schedule networking for sustainment of litigation support activities for the Air Force. The contractor shall be required to develop, analyze and maintain a master integrated program schedule for TSSAM litigation.

## **3. Detailed Requirements**

The contractor shall perform, but not be limited to, the following types of activities: identify TSSAM analysis of schedules; preparation of presentation materials; and other tasks and activities as listed under section 3.1

### **3.1 Acquisition Management Support**

The contractor shall provide qualified personnel to give integration, communication, coordination, organization, and planning expertise to the acquisition as outlined in the following paragraphs.

#### **3.1.1 Reviews**

The contractor shall support, plan for, coordinate, and participate in integration program reviews such as, but not limited to, the following types: executive reviews, readiness reviews, technical reviews, design reviews, requirements reviews, working groups, management reviews, etc.

#### **3.1.2 Studies and Analyses**

Conduct studies and analyses for the identification and resolution of program problems or issues and to support and assist in the development of program documentation such as support plans, Integrated Master Schedules, and other program plans, strategies, schedules, or agreements necessary for efficient program management.

#### **3.1.4 Schedule Networking, and Schedule Assessments**

The contractor shall assist in milestone planning, tracking, and schedule assessment. Assistance shall include the development and maintenance of specific task or project-oriented schedule program reviews and assessments, as determined by the program managers/integrated product teams. The contractor shall update, analyze, and maintain the TSSAM Program Master Schedule which tracks the progress of the various ongoing litigation support activities. Schedule networking efforts will address the following areas: network statusing, generation of network graphics, and assignment of realistic duration and relationships to network elements. The contractor may be required to research, analyze and document the history of Monte Carlo based risk assessments that were performed during the Engineering, Management, and Development (EMD) phase of TSSAM in support of litigation activities. In addition, the contractor shall collect, analyze, and document history pertaining to allegations in claim that the government negatively impacted the plaintiff's program schedule. Also, analyze and answer to the scheduling on the Delay and Disruption Complaint.

### 3.1.5 Metrics

Assist in developing, tracking, analyzing, and maintaining schedules.

### 3.1.6 Program Briefings

Support program briefings and reports by gathering information, preparing charts, and other support as required.

## 4. GENERAL AND SPECIAL REQUIREMENTS

### 4.1 Data

The contractor shall provide overall status reviews to ASC/CDS ~~every quarter~~ <sup>MONTHLY</sup>. These reviews shall identify all ongoing task orders with associated schedules and expenditures to date, describe planned actions, and describe difficulties encountered in performing work. (CDRL A004) *gmc*

### 4.2 Work Locations

Work in support of this delivery order shall be performed primarily at the TSSAM office, B-192, 2062 8th Street, WPAFB, OH or other Area B WPAFB site to be determined. Some travel by contractor personnel may be required to support reviews, conferences, and meetings.

### 4.3 Non-Disclosure Agreements

Non-disclosure agreements shall be accomplished by the contractor prior to access to litigation sensitive or proprietary data, information, or documents. Contractor involvement on source selection activities shall be in a non-decision making role only.

### 4.4 Technical Lead

The contractor shall work under the technical lead of the A&AS contractor identified by ASC/LUZ.

### 4.5 Security Clearance Requirements

TSSAM is a special access program. Documents within the Program Office and NGMAD are for the large part classified in accordance with Special Access procedures. Contractor personnel shall possess a Secret/SAR security clearance updated within the last five years in order to have access to this data. The contractor shall strictly comply with all applicable security regulations in performance of his duties including proper marking of any material he produces.

## 5. APPROVAL OF PURCHASES: Not applicable

## 6. GOVERNMENT POINTS OF CONTACT

Maj. Raymond M. Crowe, ASC/LUZJ, 5-4524 E-mail: raymond.crowe@cirt.wpafb.af.mil

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Approved OMB No. 0704-0188				
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government-Issuing Contracting Officer for the Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP                      TM                      OTHER					
D. SYSTEM/ITEM SPECIALIZED COMPT. FUNC. SUPPORT		E. CONTRACT / PR NO. TBD		F. CONTRACTOR TBD					
1. DATA ITEM NO. A0001		2. TITLE OF DATA ITEM Contractors Progress Status Report		3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227		5. CONTRACT REFERENCE SOW Para 4.1		6. REQUIRING OFFICE ASC/LUZ					
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION 45 Days ARO	14. DISTRIBUTION					
8. APP CODE N		11. AS OF DATE See BLK 16	13. DATE OF SUBSEQUENT SUBMISSION See BLK 10	a. ADDRESSEE	b. COPIES				
16. REMARKS First report shall be delivered 45 days ARO, and every 30 days thereafter.				ASC/LUZ			0	1	0
				ASC/CDSY			0	1	0
							15. TOTAL ———>	0	2
G. PREPARED BY		H. DATE		I. APPROVED BY <i>Raymond M. Crow</i>		J. DATE 1 JUN 98			

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION				1. CLEARANCE AND SAFEGUARDING		
(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)				a. FACILITY CLEARANCE REQUIRED SECRET		
				b. LEVEL OF SAFEGUARDING REQUIRED N/A		
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)		
X a. PRIME CONTRACT NUMBER TO 0014 Exp Dt: 7 Jun 99 F33657-95-D-2966 Exp. Date: 27 Sep 00		X		a. ORIGINAL (Complete date in all cases)	Date (YYMMDD) 98 06 05	
b. SUBCONTRACT NUMBER				b. REVISED (Supersedes all previous specs)	Revision No. Date (YYMMDD)	
c. SOLICITATION OR OTHER NUMBER		DUE Date (YYMMDD)		c. FINAL (Complete Item 5 in all cases)	Date (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract						
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____						
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)						
a. NAME, ADDRESS, AND ZIP CODE MCR FEDERAL, INC. 5200 Springfield Pike, Suite 212 Dayton, OH 45431		b. CAGE CODE 49922		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service Industrial Security FO (S11DY) 2900 Presidential Drive, Suite 340 Fairborn, OH 45324-0628		
7. SUBCONTRACTOR						
a. NAME, ADDRESS, AND ZIP CODE  N/A		b. CAGE CODE  N/A		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)  N/A		
8. ACTUAL PERFORMANCE						
a. LOCATION  N/A		b. CAGE CODE  N/A		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)  N/A		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT This action is to secure A&AS schedule management and analysis support for the Tri-Service Stand-Off Attack Missile (TSSAM).						
10. THIS CONTRACT WILL REQUIRE ACCESS TO:						
	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X	
b. RESTRICTED DATA		X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY			X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			X
d. FORMERLY RESTRICTED DATA		X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			X
e. INTELLIGENCE INFORMATION		X	e. PERFORM SERVICES ONLY			X
(1) Sensitive Compartmented Information (SCI)		X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			X
(2) Non-SCI	X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			X
f. SPECIAL ACCESS INFORMATION	X		h. REQUIRE A COMSEC ACCOUNT			X
g. NATO INFORMATION		X	i. HAVE TEMPEST REQUIREMENTS		X	
h. FOREIGN GOVERNMENT INFORMATION	X		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			X
i. LIMITED DISSEMINATION INFORMATION		X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			X
j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER (Specify) Notification of Government Security Activity Required		X	
k. OTHER (Specify)		X				

## GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. **Special Requirements for General and Foreign Intelligence Material.** In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. **Returning Intelligence to the Air Force.** Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. **Release of Classified and Unclassified Information to Foreign Government and Their Representatives.** Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

21 August 1996

**USE OF SPECIAL INTELLIGENCE MARKINGS****1. Authorized Control Markings of Intelligence Information****a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".**

This marking is used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when an item of information will reasonably be protected by use of any other markings specified herein, or by the application of the "need-to-know" principle and safeguarding procedures of the security classification system.

**b. "Not Releasable to Foreign Nationals (NOFORN)"**

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

**c. "Authorized for Release to (Name of country(ies)/international organization"**

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

**2. Procedures Governing Use of Control Markings**

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance

Implementation of DCID 1/7, 16 Apr 96, Postponed.

ADDENDUM TO DD FORM 254  
23 March 1998

## FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. **MARKING:**

a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).

b. In a classified document, mark:

(1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.

(2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.

(3) "FOUO" at the bottom of each page that has FOUO information but is not classified..

(4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.

c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.

3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.

4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.

5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.

6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

## EMISSION SECURITY (EMSEC) REQUIREMENTS (FORMERLY TEMPEST REQUIREMENTS)

### EMISSIONS SECURITY ASSESSMENT REQUEST (ESAR)

#### FOR ALL CLASSIFIED SYSTEMS

1. The contractor shall ensure that compromising emanations (EMSEC) conditions related to this contract are minimized.
2. The contractor shall provide countermeasure assessment data to the Contracting Officer (CO), in the form of an ESAR. The ESAR shall provide only specific responses to the data required in paragraph 3 below. The contractor's standard security plan shall NOT be used as a "stand-alone" ESAR response. The contractor shall NOT submit a detailed facility analysis/assessment. The ESAR information will be used to complete an EMSEC Countermeasures Assessment Review of the contractor's facility to be performed by the government EMSEC authority using current Air Force EMSEC directives. EMSEC is applied on a case-by-case basis and further information may be required to complete the review. The contractor shall provide this information to the CO when requested. After the evaluation of the ESAR by the government EMSEC authority, additional EMSEC requirements may be necessary. When changes to the information required in paragraph 3 below occurs (including, but not limited to, relocation, additions, or deletions of equipment from the original approved room), the contractors shall notify the CO of these changes. Upon request, the contractor shall submit to the CO a new ESAR, identifying the new configuration at least 30 days before the change occurs. The contractor shall NOT commence processing with the new configuration until receiving, as a minimum, interim approval from the CO.
3. \*ESAR contents shall include, as a minimum, the following information:
  - a. The specific classification and special categories of material to be processed/handled by electronic means. Include percentage of each classification level used including unclassified (i.e., 5% Top Secret, 10% Secret/SAR, 25% Secret, 65% Unclassified).
  - b. The specific location (complete address, building/room number, or office) where classified processing will be performed. Include identification of any other contractor/company located within 200 meters of the facility.
  - c. Attach a copy of the Defense Investigative Service (DIS) Form 147 to validate physical security and approved storage level of the facility.
  - d. Provide the name, title, and telephone number (commercial and/or DSN) of a point of contact at the facility where processing will occur.
4. The prime contractor shall ensure that all subcontractors and/or vendors comply with EMSEC requirements when performing classified processing related to this contract. The subcontractor will provide the above documentation through their prime to the CO to complete the ESAR.

\*NOTE: A copy of your Automated Information System Security Plan(s) (AISSP) will suffice.